

# **SOUTH PARK STAKEHOLDERS G R O U P**

*Dedicated to the Economic, Social and Cultural  
Vitality of South Park-Downtown Los Angeles*



## **South Park Stakeholders Group-Board of Directors Meeting Monday, September 10, 2012-12 noon South Park BID Office 1333 S. Hope Street, Los Angeles, CA 90015**

**Present:** Robin Bieker, Gary Warfel, Bob Buente, Martha Saucedo-via conference, Cliff Hoffman-via conference

**Staff:** Daryl Landis, Sharon Guzman

**Consultants:** Marco Li Mandri, Tara Devine, Tom Compere, Ken Coelho

**Other:** Sara Hernandez/Councilman Huizar's office, Michael Hartounian

### **MINUTES:**

<b>Item</b>	<b>Discussion</b>	<b>Action Taken?</b>
<b>Call to order</b>	Robin Bieker called the meeting to order at 12:10 p.m. quorum was present, and self-introductions were made.	<b>None</b>
<b>Approval of August 23<sup>rd</sup> Board Minutes</b>	Robin Bieker asked for public comment on posted agenda items. Gary Warfel commented agreement be made on "check dispersal" changed from twice per month, to once a month.	<b>The motion to approved the minutes was seconded and approved unanimously</b>
<b>Public Comment</b>	During this meeting we had a guest who is a property owner in the South Park District area by the name of Michael Hartounian. He raised some issues/concerns regarding the increase/decrease of parcels in comparison to 2007 in the 2013 BID proposal. He was advised the Bboard would have his questions addressed in further detail by City Council Public Hearing on September 25, 2012. Sara Hernandez from the City Council member's office suggested that a meeting with the Board and her office should be arranged to better the relationship.	
<b>Renewal Update</b>	A City Council public hearing date has been set for September 25, 2012 for Ballot tabulation on the BID Renewal.	<b>N/A</b>



<b>Committee Reports – Executive Committee</b>	<p>Robin and Marco brought up the following issues discussed at the last Executive Committee meeting: Articles of Incorporation, Bylaws (C3), Financial Issues;</p> <p>The Articles of Incorporation have been approved and the bylaws have been approved as per the Board's instructions to the Executive Committee. Marco is now working with Bob to submit the Articles to the State of California. The Bylaws will be submitted once the Articles have been stamped by the Secretary of State.</p> <p>Robin discussed the Executive Committee recommendation to move our bank account to First Enterprise Bank, a Downtown LA based local bank. Robin moved to begin banking with First Enterprise Bank as well as authorize the South Park officers to sign signature card. Gary seconded the motion.</p> <p>Robin then moved to authorize the ED to have single signing signature of up to \$500 per vendor per month, (\$501 + will require 2 signatures), Gary seconded this motion.</p> <p>The Executive Committee will also have the new Executive Director seek proposals for onsite bookkeepers and bring this function in house as compared to it being done by RBZ.</p>	<p><b>The motion to move funds to First Enterprise Bank was approved unanimously.</b></p> <p><b>The motion to authorize the officers of the corporation to be signers on the new bank account at First Enterprise was approved unanimously.</b></p> <p><b>The motion to authorize the ED to sign checks under \$500 per vendor per month, was approved unanimously.</b></p>
<b>Sidewalk Operations Committee</b>	This committee is still in need of Chair. The Committee will need to meet with Daryl to review existing LACC and Securitas contracts. The discussion will be held to keep the existing services or bring them in house for 2013 – whatever is most cost effective and yields the best result	<b>No action taken</b>
<b>DISI Committee</b>	Marco reported on the items of discussion from the DISI Committee. They include a new logo, RFP's for hanging plants, design, public relations and holiday decorations. The Board had previously authorized the Committee to solicit RFPs and bring the proposals back to the Board for consideration. AEG will be coordinating a presentation with their Landscape Architect to showcase their mitigation agreements for district beautification. This will be presented sometime in October or November at a DISI Committee meeting.	<b>No action</b>
<b>Tasks once new staff is selected</b>	Marco reported that once a new Executive Director has been hired, the immediate tasks of the new ED will include processing of the new Bylaws; adoption of new 2013 budget based upon new Management District Plan and manual billing projections; Committee structure implementation; consideration of improved or upgraded office space (whether or not to continue lease at current service center location)	<b>No action</b>
<b>Financial Report</b>	Tom Compere went over budget vs. actual financial report and ending cash balance for the month of August 2012. Robin, Gary	<b>No action</b>

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	and Marco stated that there was a need to meet soon with RBZ to sort out the 2012 budget categories and prepare for a new budget for 2013. The new budget must be adopted by the Board in December so it can begin operations in January 2013.	
<b>Other business</b>	None	
<b>Next meeting</b>	October 23 <sup>rd</sup> , 2012, 12:00p.m., at the South Park Service Center	
<b>Adjourn</b>	Meeting adjourned at 1:00 p.m. Motion carried.	

Minutes taken by Sharon Guzman and edited by Marco Li Mandri